Academic Review Protocol

This is the protocol for a School Support Team visit. The visit will be by a team which has been selected by the Office of School Improvement (OSI) based on the experience and training needed in the area of warning for the school. The team will include a local division designee in reviewing the school. The eight main areas of review will be:

Curriculum Alignment	School Improvement Planning
Use of Time and Scheduling	Research-based Instructional Intervention
Use of Data for Making Decisions	Organizational Systems and Processes
Professional Development	School Culture

The academic review coordinator (ARC) will:
1. Contact the superintendent to discuss the review. Inform the superintendent who will be the team leader and request the name of the division designee who will be a part of the team.
2. Contact the team leader to inform him/her of the division designee who will be a team member and the names of all other team members with contact information.
3. When the team leader has set the date for the review, the ARC or team leader will contact the superintendent and the principal with the date of the review and the team members involved.

The team leader will:
1. Contact the local division designee team member to review the date and details of the upcoming review.
2. Contact the principal to confirm the date and time of the visit.
3. Request a workroom with computer and internet capability for the use of the team.
4. Request the school culture self-study to be completed by the entire staff and tabulated.
5. Request the instructional practices self-study be completed by the entire staff and tabulated.
6. May request other self-studies depending on the warned status of the school.
7. Request that copies of the following documents be available in the team workroom for the review:
   a. School improvement plan (SIP)
   b. Division curriculum guides for all subjects and grade levels
   c. Textbooks and any alignment materials developed by the division
   d. Pacing guides and frameworks for all subjects and grade levels
   e. Sample lesson plans for all classes at each grade level
   f. Sample quiz and test materials from all classes at each grade level
   g. Algebra Readiness Diagnostic Test (ARDT) and/or benchmark data for three years if warned in mathematics
   h. Standards of Learning (SOL) results for three years
   i. Analysis of the patterns found in the Student Performance By Question (SPBQ) data for SOL tests in warned subject areas

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The team (team leader and local designee) will:

1. Interview the following personnel:
   a. Principal and Assistant Principal
   b. Teachers, by grade level

2. Observe as many classes in the warned subject area(s) as possible, including the Special Education classes.

3. Write the final report:
   a. Utilize the correct reporting format.
      i. WIRELESS, if a school warned for the first year
      ii. Word document for all other final reports
   b. Be sure to establish a few main goals with suggested objectives and strategies.

4. Review with the principal and central office representative:
   a. A summary of the data, including strengths and areas needing improvement.
   b. The recommended goals, objectives, and strategies.
   c. A date for a return visit with what the expectations are upon return.

5. Complete the report:
   a. Make the final edits and send to the ARC electronically.
   b. The ARC will review and send the final copy to the principal, division, the Office of School Improvement, and the team.

6. Follow-up:
   a. Follow-up visits can be done by the team leader and/or the local designee, depending on the school's needs. The team leader is responsible for keeping in contact with the school and the local designee to be sure follow-up is completed and effective.
   b. The team leader can return to the school according to OSI assigned follow-up days.
   c. The team leader needs to be sure to review the goals established in the review with the principal prior to each follow-up visit to establish a focus for the follow-up.
   d. The team leader should write a summary of each follow-up visit as a word document and send it to the ARC who will review the report and then send to the principal, division, OSI, and the team.
   e. If further technical assistance is needed (training, more days, etc.), the team leader needs to contact the ARC and OSI.